

€ TRAINING

Maintenance Planning & Management



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Introduction:

Building Services deliver the comfort, security, safety, communication, protection, movement, and control that tenants need in their buildings. Without these different systems, the modern Built Environment would simply not function. The correct management, operation, and maintenance of these Building Services systems is therefore crucial.

This course begins by examining different Building Services systems and the crucial role they play in making properties work. The course then explores the 14 categories of Building Services to understand different systems and their maintenance requirements. As the course progresses, common maintenance terminology and the procurement of maintenance services are also discussed.

Course Objectives:

At the end of this course the participants will be able to:

- Explain the importance of Building Services systems to the high performance of any property
- Classify the 14 types of Building Services systems that are found in buildings
- Describe how SFG20 can be used to manage the delivery of Building Services maintenance works in a controlled manner
- Recognize why different maintenance tasks require various skill sets and need to be undertaken at different frequencies
- Identify common and critical Building Services elements that need maintaining

Targeted Audience:

This course is aimed at senior personnel involved in the management, operation, and maintenance of buildings. Some ideal participants include but are not limited to: estates directors, commercial managers, procurement managers, facilities management, quality managers, health and safety managers, building managers, leasing managers, maintenance managers, asset managers, sustainability managers, and project managers.

Course Outlines:

Unit 1: Introduction to Building Services:

- The 21st century built environment
- Building Services - What they are and why they are important
- The 3 key elements of Building Services systems
- The 14 categories of Building Services systems

Unit 2: Building Services Maintenance:

- Maintenance - What it is and why it matters
- Common terms used in Building Services maintenance
- Delivering a maintainable building

Unit 3: Building Services Maintenance Standards:

- SFG20 - The standard specification for maintenance of Building Services
- Building Services systems and their maintenance part 1
- Sanitary installations
- Services equipment
- Disposal installations
- Water installations
- Heat sources

Unit 4: Building Services Systems and Their Maintenance:

- Building Services systems and their maintenance part 2
- Space heating
- Air conditioning
- Ventilation systems
- Electrical installations
- Fuel installations

Unit 5: Building Services Systems and Their Maintenance Continued:

- Building Services systems and their maintenance part 3
- Lift and conveyor installations
- Fire and lightning protection
- Communication systems
- Security and control installations
- Specialist installations and builders work